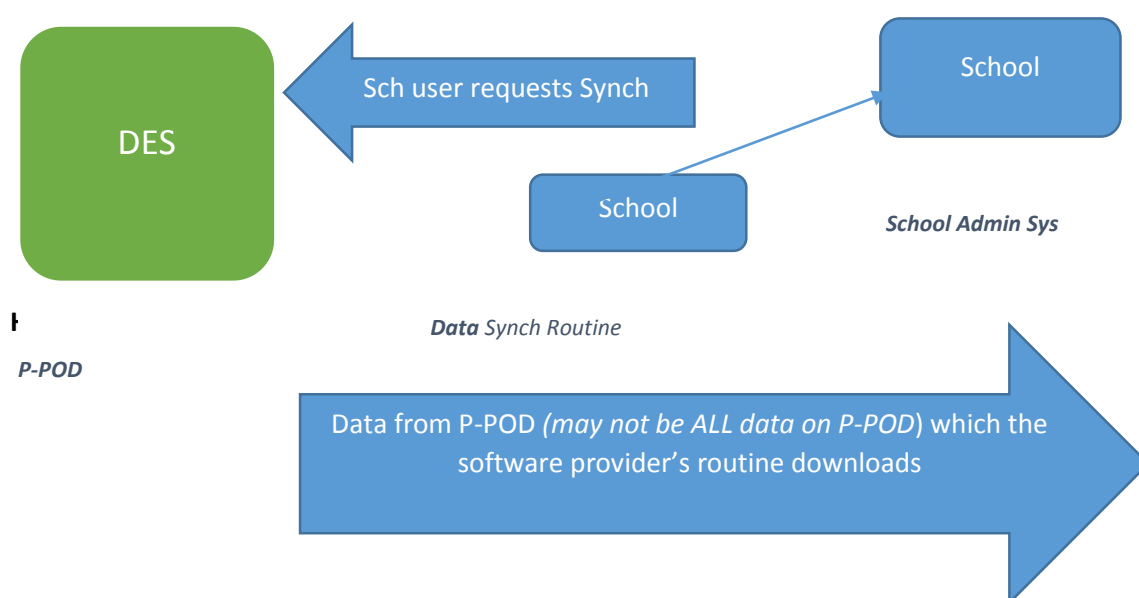


Guide¹ to Initial Data Synchronisation

The aim of this Guide is to provide answers to questions which a school user may have before commencing Data Synchronisation in conjunction with the Post-Primary Online Database (P-POD).

What is Data Synchronisation?

Data Synchronisation is the process whereby the school's data stored on the Post-Primary Online Database (P-POD) can be transferred to the local in-school School Administration System to the degree and in the method supported by the supplier of the school's system.



How is Data Synchronisation carried out?

Each provider of school administration software has developed a data synchronisation routine which takes data from P-POD and transfers it to the local in-school system. Schools should note that the degree and method of data synchronisation may vary between the different suppliers

¹ This Guide is a dynamic document and will be updated from time to time based on the feedback from school users

Can data be synchronised in BOTH directions between P-POD and the school administration system?

Data may only be synchronised **FROM** P-POD down to the school administration system. Therefore schools should **first key the data or change the data on P-POD** and then synchronise it down to the school system.

How many times can a school synchronisation data?

Schools can synchronisation data as frequently as they wish. A school should review this *Guide* before embarking on its initial data synchronisation. To ensure the integrity of the data the school may wish to assign the management of data synchronisation to a particular role within the school.

For all of the providers the INITIAL synchronisation will synch ALL students from P-POD to the school administration system. The degree and method of synchronisation of individual data fields for a student may vary between software providers.

For all of the providers subsequent synchronisations will synch only student records where there has been a change since the previous synchronisation. It is the student record from which the synchronisation of data will take place not just the individual field/s where data has been entered or updated.

For detailed information contact your software provider.

Which student data is stored on P-POD?

The student data stored on P-POD is largely the same data which schools always returned to the Department as part of their October Returns. The data includes information on the identity of the student, PPSN, name, DOB etc., the programme, e.g. Leaving Cert, subjects and exemptions e.g. Irish exemptions.

See **Appendix A** for a full list of the data fields.

Why is the Family Contacts and Medical conditions data being provided for on P-POD?

The P-POD system is being developed for use by over 720 post-primary schools which vary from very small school to very large schools. Different schools have already put in place software

administration systems which best suit their environment. Some schools may be using very little school administration software locally to assist in the administration of the school.

The Family Contacts and Medical Conditions fields on P-POD is being provided to schools who may wish to key this data for example at the time of enrolment of a new student together with the data required for the October Returns as above. It should be noted that Family Contact and Medical Conditions is **NOT** required by the Department. Any data keyed in these fields on P-POD will **NOT BE VISIBLE** to Department users.

It is solely the choice of each school to decide whether or not to use the Family Contacts and Medical Conditions on P-POD. The default in P-POD is to exclude Family Contacts and Medical Conditions from synchronisation. Schools must deliberately opt-in if they wish to have Family Contacts and Medical conditions data synced between P-POD and the local in-school administration system. See *P-POD User Manual – Settings – Synchronisation* for guidance on how to opt in.

Details of the fields recording under Family Contacts and Medical Conditions is available at

Appendix B

Before making a decisions schools should review the following questions.

What do I need to consider when choosing to record Family Contacts and Medical Conditions on P-POD?

- (i) *Does my school use an in-school administration system or does P-POD largely meet my school's needs?*

If you plan to rely mainly on P-POD then switch Synchronisation of Family Contacts and Medical Conditions to opt-in and key and maintain your family contact and medical conditions data into P-POD. See *P-POD User Manual – Settings – Synchronisation* for guidance on how to opt in/switch on synchronisation of family contacts and medical conditions data.

- (ii) *To what degree and using what methods does the supplier of my school administration system support the synchronisation of family contacts and medical conditions data?*

The degree of and method of synchronisation may vary between suppliers, see appendices C to E for details.

You should also note that the experience of schools using Advanced Learning in the pilot was that they found it more efficient for them to only key the student's identity, programme, subjects* and exemptions on P-POD. Then they synchronise this data to the in-school

administration system and at that stage entered the Family Contacts and Medical Conditions data directly onto the school system.

*For Advanced Learning the synchronisation of subject data is not currently supported. Subject data will have to be entered separately on P-POD and Facility Admin using the tools providing by both systems to minimise the input required of the user. Further information on keying subjects in P-POD is available in the *User manual* and by viewing the videos of the appropriate screens. Check further with you supplier for details and refer to school's system manuals.

For Dataset SIMS synchronisation of Family Contacts and Medical Conditions is not currently supported.

For VSware the synchronisation of Family Contacts and Medical Conditions is supported.

If I decide NOT to use Family Contacts and medical conditions on P-POD what do I do?

Key the student's other data into P-POD synchronise this back to your schools administration system as supported and then key family contacts and medical conditions directly into you school administration system. There will be no family contacts and medical conditions data stored on P-POD. The default setting for synchronisation of family contact and medical condition data is set to OFF, i.e. no sync takes place.

How can I establish the level of data synchronisation which the provider of school administration system to my school is supporting?

Please see the attached Appendices

Appendix C – Advanced Learning (formerly Serco)

Appendix D – Dataset traditional non-SIMS

Appendix E – Dataset/SIMS

Appendix F – VSware

These appendices have been prepared from information provided by the software providers to the Department.

My school is dissatisfied with the degree and method of data synchronisation supported by the supplier of school administration software what do I do?

Your school should speak to your current supplier and explain the level of synchronisation you require. Each school will have to decide how important the level of synchronisation is to their final decision on which school administration system to use. There may be many other factors some with a higher priority which a school may wish to take into account when choosing a school administration system.

Does the Department not require full compatibility between P-POD and the School Administration System?

The requirement of the Department is that schools make their October Returns via the P-POD system by the scheduled date.

In order to do this schools will have to ensure that the data on P-POD represents the position in the schools as at 30th September of the school year in which the return is being generated. To minimise the burden on schools at the time of the Returns it will be efficient practice for schools to maintain changes to student data as they occur during the school year and that schools enter new entrants at the earliest possible opportunity.

The Department objective to minimise any administration burden associated with P-POD as far as practicable. To this aim the Department has shared all information both data formats and technical specification of P-POD with the providers of school administration software. There are variations between the level and degree of synchronisation offered by the various software providers see earlier question above for further details.

My software provider does not fully synchronise data from P-POD to my school administration system is there anything I can do to minimise the work required to maintain data on P-POD and my school administration system?

P-POD

1. Check the level of synchronisation supported by your software provider.
2. Make a decision on how to handle Family Contacts and medical conditions data, review the answers to the questions above on this.
3. Review the *P-POD User Manual* in particular the features which will minimise the data which a school may have to enter data such as
 - Default progression and enrolment data
 - Maintain subject lists

- Pupil batch Update

School Administration System

Refer to the information provided by your school's software provider or contact them directly.

Is there anything else I should do before running the initial synchronisation?

- You should read the *Guide on the Enrolment/Entry date* as your school may not wish to use the default dates as set by the Department.
- You should read the *P-POD User manual*
- You should review this document
- You should review any information provided by the supplier of your in-school system on the Data Synchronisation Routine they have developed.

Which data on school itself is held on P-POD and how much of this information is synchronised back to school administration systems?

See Appendix G.

Appendix A – Student data on the Post-Primary Online Database (P-POD)

Student data fields are those fields that are currently returned by schools each year as part of the October Returns. These fields contain data for each student some personal details, enrolment/programme details, subjects and exemptions from Irish or to repeat a year. The data in these fields is still required by the Department and schools will be required to enter these fields into P-POD for each new entrant and maintain the data for existing students. It should be noted that in the initial year the student data from the traditional October Returns will be used to pre-populate P-POD before it is deployed to the schools. Therefore in the initial deployment of P-POD schools will not be required to key any student enrolled as at 30 September 2013. Each school will only be able see details of students in their school.

PUPIL (1 to many)
Department Pupil ID (DPIN)
Forename
Surname
Birth Cert Forename
Birth Cert Surname
Gender
DOB
PPSN
Address 1
Address 2
Address 3
Address 4
County
Country
Nationality
Country of Birth
Birth Cert Checked Ind
Mothers Maiden Name
Deceased Ind (Y/N)
Deceased Date
Exemptions (0 to Many)
Exemption ID
Programme Code
Programme Year
Exemption Type Code
Exemption Status
Grantor
Start Date
End Date
Roll no (<i>of school that granted exemption</i>)
Comments
Enrolment Records (1 to many)
Enrolment ID
Enrolment Date
Academic Year
Programme Code

Programme Year
Roll Class
Sub Programme Ind Y/N
Left Indication Y/N
Date Left (if applicable)
Leaving Reason
Destination Roll No
Boarder Pupil Code
Boarder Pupil Ind Y/N
New entrant Y/N
Medical Card Y/N
Traveller Status Y/N
Short Term Placement Ind Y/N
Short Term No of Weeks
VTOS Ind
ESFEDUC Code
ESFLOC code
LCALOC code
RLC Code
Repeat LC Fee Ind Y/N
Repeat of a Year Ind Y/N
Source Code
Source Roll No (if Applicable)
Exam Entrant Ind (Y/N)
Sub Programme Exam Entrant Ind (Y/N)
Subjects (0 to many)
Subject Code
Subject Level
Subject Medium
Programme If Other
Ab Initio Ind Y/N

KEY

Group 1 October Returns data fields

Group 2 P-POD System Fields will be set by the P-POD system

Group 3 – New data fields – these may be left blank for existing students but should be entered for new students

Group 4 – Family contacts and medical conditions – only to be used if the school decides to use P-POD to store this data.

Appendix B – Family Contacts and Medical Conditions data on the Post-Primary Online Database (P-POD)

This data is not required by the Department and will be encrypted and not visible to Department users. The facility is being provided as a convenience for school users to allow them to record it at the same time as keying new entrants.

The feedback from the pilot schools so far is that many prefer to key it directly into the local school system as there are different fields on the local system which they need to record.

P-POD has now been modified to allow schools to opt out of including this group of data fields in the synchronisation routine. This is to avoid old data entered on P-POD and which has not been maintained inadvertently over writing up to date data on the school's local system.

Family Details (0 to 1)
No children in family
Position of child in family
Psychological Assessment Available Y/N
Resources sanctioned by NCSE Y/N
Resources NCSE Details
Child's Religion
Correspondence to Guardian 1 Y/N
Guardian 1 Forename
Guardian 1 Surname
Correspondence to Guardian 2 Y/N
Guardian 2 Forename
Guardian 2 Surname
Guardian 1 Address 1
Guardian 1 Address 2
Guardian 1 Address 3
Guardian 1 Address 4
Guardian 1 County
Guardian 1 Country
Guardian 2 Address 1
Guardian 2 Address 2
Guardian 2 Address 3
Guardian 2 Address 4
Guardian 2 County
Guardian 2 Country
Guardian 1 Home Phone
Guardian 2 Home Phone
Guardian 1 Mobile Phone
Guardian 2 Mobile Phone
Guardian 1 Work Phone
Guardian 2 Work Phone
Guardian 1 email
Guardian 2 email
Other emergency contact details Forename
Other emergency contact details Surname
Other emergency contact details Home Phone
Other emergency contact details Work Phone
Other emergency contact details Mobile Phone

Other emergency contact details email address
Other emergency contact relationship to child
Details of Guardianship, Custody and/or Access Orders/Arrangements
Learning Support Ind Y/N
Learning Support Details
Learning Support Years
Years Irish Resident
Family Member (0 to many)
Department Pupil ID (DPIN)
Medical Details (0 to 1)
Require Glasses Ind Y/N
Hearing Difficulties Ind Y/N
Illness Procedure
Health Concerns
Any other relevant medical information
Doctor Name
Practice Name
Practice Phone No

Appendix C – Data from the Post-Primary Online Database (P-POD) which is synchronised back from P-POD to the school administration system by Advanced Learning (AL) (formerly Serco).

1	PUPIL (1 to many)	Synchronised by AL
2	Department Pupil ID (DPIN)	Yes
2	Forename	Yes
2	Surname	Yes
2	Birth Cert Forename	No
2	Birth Cert Surname	No
2	Gender	Yes
2	DOB	Yes
2	PPSN	Yes
2	Address 1	Yes
2	Address 2	Yes
2	Address 3	Yes
2	Address 4	Yes
2	County	Yes
2	Country	Yes
2	Nationality	No
2	Country of Birth	Yes
2	Birth Cert Checked Ind	No
2	Mothers Maiden Name	Yes
2	Deceased Ind (Y/N)	No
2	Deceased Date	No
2	Deleted (Y/N)	No
2	Exemptions (0 to Many)	
3	Exemption ID	No
3	Programme Code	No
3	Programme Year	No
3	Exemption Type Code	Yes
3	Exemption Status	No
3	Grantor	No
3	Start Date	Yes
3	End Date	No
3	Roll no (<i>of school that granted exemption</i>)	No
3	Comments	No
2	Enrolment Records (1 to many)	
3	Enrolment ID	No
3	Enrolment Date	Yes
3	Academic Year	Yes
3	Programme Code	Yes
3	Programme Year	Yes
3	Roll Class	Yes
3	Sub Programme Ind Y/N	No
3	Left Indication Y/N	Yes
3	Date Left (if applicable)	Yes
3	Leaving Reason	Yes
3	Destination Roll No	No
3	Boarder Pupil Code	Yes

3	Boarder Pupil Ind Y/N	Yes
3	New entrant Y/N	Yes
3	Medical Card Y/N	Yes
3	Traveller Status Y/N	Yes
3	Short Term Placement Ind Y/N	Yes
3	Short Term No of Weeks	Yes
3	VTOS Ind	Yes
3	ESFEDUC Code	Yes
3	ESFLOC code	Yes
3	LCALOC code	Yes
3	RLC Code	Partial
3	Repeat LC Fee Ind Y/N	No
3	Repeat of a Year Ind Y/N	Yes
3	Source Code	Yes
3	Source Roll No (if Applicable)	Yes
3	Exam Entrant Ind (Y/N)	Yes
3	Sub Programme Exam Entrant Ind (Y/N)	No
3	Subjects (0 to many)	
4	Subject Code	No
4	Subject Level	No
4	Subject Medium	No
4	Programme If Other	No
4	Ab Initio Ind Y/N	No

Family Details and Medical Conditions

	Family Details (0 to 1)	Synchronised by AL
2	No children in family	Yes
2	Position of child in family	Yes
2	Psychological Assessment Available Y/N	No
2	Resources sanctioned by NCSE Y/N	No
2	Resources NCSE Details	No
2	Child's Religion	Yes
2	Correspondence to Guardian 1 Y/N	Yes
2	Guardian 1 Forename	Yes
2	Guardian 1 Surname	Yes
2	Correspondence to Guardian 2 Y/N	Yes
2	Guardian 2 Forename	Yes
2	Guardian 2 Surname	Yes
2	Guardian 1 Address 1	Yes
2	Guardian 1 Address 2	Yes
2	Guardian 1 Address 3	Yes
2	Guardian 1 Address 4	Yes
2	Guardian 1 County	No
2	Guardian 1 Country	No
2	Guardian 2 Address 1	Yes
2	Guardian 2 Address 2	Yes
2	Guardian 2 Address 3	Yes
2	Guardian 2 Address 4	Yes
2	Guardian 2 County	No

2	Guardian 2 Country	No
2	Guardian 1 Home Phone	Yes
2	Guardian 2 Home Phone	Yes
2	Guardian 1 Mobile Phone	Yes
2	Guardian 2 Mobile Phone	Yes
2	Guardian 1 Work Phone	No
2	Guardian 2 Work Phone	No
2	Guardian 1 email	Yes
2	Guardian 2 email	Yes
2	Other emergency contact details Forename	Yes
2	Other emergency contact details Surname	Yes
2	Other emergency contact details Home Phone	Yes
2	Other emergency contact details Work Phone	No
2	Other emergency contact details Mobile Phone	Yes
2	Other emergency contact details email address	Yes
2	Other emergency contact relationship to child	No
2	Details of Guardianship, Custody and/or Access Orders/Arrangements	No
2	Learning Support Ind Y/N	No
2	Learning Support Details	No
2	Learning Support Years	No
2	Years Irish Resident	No
2	Family Member (0 to many)	
3	Department Pupil ID (DPIN)	No
2	Require Glasses Ind Y/N	No
2	Hearing Difficulties Ind Y/N	No
2	Illness Procedure	Yes
2	Health Concerns	Yes
2	Any other relevant medical information	No
2	Doctor Name	Yes
2	Practice Name	No
2	Practice Phone No	Yes

KEY

Group 1 October Returns data fields

Group 2 P-POD System Fields

Group 3 – New data fields

Group 4 – Family contacts and medical conditions

Appendix D – Data from the Post-Primary Online Database (P-POD) which is synchronised back from P-POD to the school administration system by traditional non-SIMS Dataset.

PUPIL (1 to many)	Synchronised by traditional non-SIMS Dataset
Department Pupil ID (DPIN)	Yes
Forename	Yes
Surname	Yes
Birth Cert Forename	No
Birth Cert Surname	No
Gender	Yes
DOB	Yes
PPSN	Yes
Address 1	Yes
Address 2	Yes
Address 3	Yes
Address 4	Yes
County	Yes
Country	No
Nationality	No
Country of Birth	Yes
Birth Cert Checked Ind	No
Mothers Maiden Name	Yes
Deceased Ind (Y/N)	No
Deceased Date	No
Deleted (Y/N)	Partial
Exemptions (0 to Many)	
Exemption ID	No
Programme Code	Partial
Programme Year	Partial
Exemption Type Code	Yes
Exemption Status	No
Grantor	No
Start Date	Yes
End Date	No
Roll no (<i>of school that granted exemption</i>)	No
Comments	No
Enrolment Records (1 to many)	
Enrolment ID	No
Enrolment Date	Yes
Academic Year	Yes
Programme Code	Yes
Programme Year	Yes
Roll Class	No
Sub Programme Ind Y/N	Yes
Left Indication Y/N	Yes
Date Left (if applicable)	Yes
Leaving Reason	Yes
Destination Roll No	Yes

Boarder Pupil Code	Yes
Boarder Pupil Ind Y/N	Yes
New entrant Y/N	Yes
Medical Card Y/N	Yes
Traveller Status Y/N	Yes
Short Term Placement Ind Y/N	Yes
Short Term No of Weeks	Yes
VTOS Ind	Yes
ESFEDUC Code	Yes
ESFLOC code	Yes
LCALOC code	Yes
RLC Code	Yes
Repeat LC Fee Ind Y/N	Yes
Repeat of a Year Ind Y/N	Yes
Source Code	Yes
Source Roll No (if Applicable)	Yes
Exam Entrant Ind (Y/N)	Yes
Sub Programme Exam Entrant Ind (Y/N)	Yes
Subjects (0 to many)	
Subject Code	Yes
Subject Level	Yes
Subject Medium	Yes
Programme If Other	Yes
Ab Initio Ind Y/N	Yes
Family Details (0 to 1)	
No children in family	Yes
Position of child in family	No
Psychological Assessment Available Y/N	No
Resources sanctioned by NCSE Y/N	No
Resources NCSE Details	No
Child's Religion	No
Correspondence to Guardian 1 Y/N	No
Guardian 1 Forename	No
Guardian 1 Surname	No
Correspondence to Guardian 2 Y/N	No
Guardian 2 Forename	No
Guardian 2 Surname	No
Guardian 1 Address 1	No
Guardian 1 Address 2	No
Guardian 1 Address 3	No
Guardian 1 Address 4	No
Guardian 1 County	No
Guardian 1 Country	No
Guardian 2 Address 1	No
Guardian 2 Address 2	No
Guardian 2 Address 3	No
Guardian 2 Address 4	No
Guardian 2 County	No
Guardian 2 Country	No
Guardian 1 Home Phone	No
Guardian 2 Home Phone	No

Guardian 1 Mobile Phone	No
Guardian 2 Mobile Phone	No
Guardian 1 Work Phone	No
Guardian 2 Work Phone	No
Guardian 1 email	No
Guardian 2 email	No
Other emergency contact details Forename	No
Other emergency contact details Surname	No
Other emergency contact details Home Phone	No
Other emergency contact details Work Phone	No
Other emergency contact details Mobile Phone	No
Other emergency contact details email address	No
Other emergency contact relationship to child	No
Details of Guardianship, Custody and/or Access Orders/Arrangements	No
Learning Support Ind Y/N	No
Learning Support Details	No
Learning Support Years	No
Years Irish Resident	No
Family Member (0 to many)	
Department Pupil ID (DPIN)	No
Medical Details (0 to 1)	
Require Glasses Ind Y/N	No
Hearing Difficulties Ind Y/N	No
Illness Procedure	No
Health Concerns	No
Any other relevant medical information	No
Doctor Name	No
Practice Name	No
Practice Phone No	No

KEY

Group 1 October Returns data fields

Group 2 P-POD System Fields

Group 3 – New data fields

Group 4 – Family contacts and medical conditions

Appendix E – Data from the Post-Primary Online Database (P-POD) which is synchronised back from P-POD to the school administration system by Dataset/SIMS.

1	PUPIL (1 to many)	Dataset/SIMS
2	Department Pupil ID (DPIN)	Yes
2	Forename	Yes
2	Surname	Yes
2	Birth Cert Forename	Partial
2	Birth Cert Surname	Partial
2	Gender	Yes
2	DOB	Yes
2	PPSN	Yes
2	Address 1	Partial
2	Address 2	Partial
2	Address 3	Partial
2	Address 4	Partial
2	County	Partial
2	Country	Partial
2	Nationality	Partial
2	Country of Birth	Partial
2	Birth Cert Checked Ind	Partial
2	Mothers Maiden Name	Partial
2	Deceased Ind (Y/N)	Partial
2	Deceased Date	Partial
2	Deleted (Y/N)	Partial

2	Exemptions (0 to Many)	
3	Exemption ID	Partial
3	Programme Code	Partial
3	Programme Year	Partial
3	Exemption Type Code	Partial
3	Exemption Status	Partial

3	Grantor	Partial
3	Start Date	Partial
3	End Date	Partial
3	Roll no (<i>of school that granted exemption</i>)	Partial
3	Comments	Partial

2	Enrolment Records (1 to many)	
3	Enrolment ID	Partial
3	Enrolment Date	Partial
3	Academic Year	Partial
3	Programme Code	Partial
3	Programme Year	Partial
3	Roll Class	Partial
3	Sub Programme Ind Y/N	Partial
3	Left Indication Y/N	Partial
3	Date Left (if applicable)	Partial
3	Leaving Reason	Partial
3	Destination Roll No	Partial
3	Boarder Pupil Code	Partial
3	Boarder Pupil Ind Y/N	Partial
3	New entrant Y/N	Partial
3	Medical Card Y/N	Partial
3	Traveller Status Y/N	Partial
3	Short Term Placement Ind Y/N	Partial
3	Short Term No of Weeks	Partial
3	VTOS Ind	Partial
3	ESFEDUC Code	Partial
3	ESFLOC code	Partial
3	LCALOC code	Partial
3	RLC Code	Partial
3	Repeat LC Fee Ind Y/N	Partial

3	Repeat of a Year Ind Y/N	Partial
3	Source Code	Partial
3	Source Roll No (if Applicable)	Partial
3	Exam Entrant Ind (Y/N)	Partial
3	Sub Programme Exam Entrant Ind (Y/N)	Partial
3	Subjects (0 to many)	
4	Subject Code	Partial
4	Subject Level	Partial
4	Subject Medium	Partial
4	Programme If Other	Partial
4	Ab Initio Ind Y/N	Partial

	Family Details (0 to 1)	
2	No children in family	Partial
2	Position of child in family	Partial
2	Psychological Assessment Available Y/N	Partial
2	Resources sanctioned by NCSE Y/N	Partial
2	Resources NCSE Details	Partial
2	Child's Religion	Partial
2	Correspondence to Guardian 1 Y/N	Partial
2	Guardian 1 Forename	Partial
2	Guardian 1 Surname	Partial
2	Correspondence to Guardian 2 Y/N	Partial
2	Guardian 2 Forename	Partial
2	Guardian 2 Surname	Partial
2	Guardian 1 Address 1	Partial
2	Guardian 1 Address 2	Partial
2	Guardian 1 Address 3	Partial
2	Guardian 1 Address 4	Partial
2	Guardian 1 County	Partial
2	Guardian 1 Country	Partial

2	Guardian 2 Address 1	Partial
2	Guardian 2 Address 2	Partial
2	Guardian 2 Address 3	Partial
2	Guardian 2 Address 4	Partial
2	Guardian 2 County	Partial
2	Guardian 2 Country	Partial
2	Guardian 1 Home Phone	Partial
2	Guardian 2 Home Phone	Partial
2	Guardian 1 Mobile Phone	Partial
2	Guardian 2 Mobile Phone	Partial
2	Guardian 1 Work Phone	Partial
2	Guardian 2 Work Phone	Partial
2	Guardian 1 email	Partial
2	Guardian 2 email	Partial
2	Other emergency contact details Forename	Partial
2	Other emergency contact details Surname	Partial
2	Other emergency contact details Home Phone	Partial
2	Other emergency contact details Work Phone	Partial
2	Other emergency contact details Mobile Phone	Partial
2	Other emergency contact details email address	Partial
2	Other emergency contact relationship to child	Partial
2	Details of Guardianship, Custody and/or Access Orders/Arrangements	Partial
2	Learning Support Ind Y/N	Partial
2	Learning Support Details	Partial
2	Learning Support Years	Partial
2	Years Irish Resident	Partial
2	Family Member (0 to many)	
3	Department Pupil ID (DPIN)	Yes

2	Require Glasses Ind Y/N	Partial
2	Hearing Difficulties Ind Y/N	Partial

2	Illness Procedure	Partial
2	Health Concerns	Partial
2	Any other relevant medical information	Partial
2	Doctor Name	Partial
2	Practice Name	Partial
2	Practice Phone No	Partial

For the synchronised column Dataset/SIMS advise as follows.

All data is stored within a PPOD area within SIMS. This is viewable with the appropriate permissions within from either the Home School or Student Details but not available throughout the product

Some fields are Viewable and Reportable within SIMS

KEY

Group 1 October Returns data fields

Group 2 P-POD System Fields

Group 3 – New data fields

Group 4 – Family contacts and medical conditions

Appendix F – Data from the Post-Primary Online Database (P-POD) which is synchronised back from P-POD to the school administration system by VSware.

1	PUPIL (1 to many)	Synchronised by VSware
2	Department Pupil ID (DPIN)	Yes
2	Forename	Yes
2	Surname	Yes
2	Birth Cert Forename	Yes
2	Birth Cert Surname	Yes
2	Gender	Yes
2	DOB	Yes
2	PPSN	Yes
2	Address 1	Yes
2	Address 2	Yes
2	Address 3	Yes
2	Address 4	Yes
2	County	Yes
2	Country	Yes
2	Nationality	Yes
2	Country of Birth	Yes
2	Birth Cert Checked Ind	Partial
2	Mothers Maiden Name	Yes
2	Deceased Ind (Y/N)	Partial
2	Deceased Date	No
2	Deleted (Y/N)	Partial
2	Exemptions (0 to Many)	
3	Exemption ID	Partial
3	Programme Code	No
3	Programme Year	No
3	Exemption Type Code	Yes
3	Exemption Status	No
3	Grantor	No
3	Start Date	Yes
3	End Date	Yes
3	Roll no (<i>of school that granted exemption</i>)	No
3	Comments	No
2	Enrolment Records (1 to many)	
3	Enrolment ID	Yes
3	Enrolment Date	Yes
3	Academic Year	Yes
3	Programme Code	Yes
3	Programme Year	Yes
3	Roll Class	Partial
3	Sub Programme Ind Y/N	No
3	Left Indication Y/N	Yes
3	Date Left (if applicable)	Yes
3	Leaving Reason	Yes
3	Destination Roll No	Yes
3	Boarder Pupil Code	Yes
3	Boarder Pupil Ind Y/N	Yes

3	New entrant Y/N	Yes
3	Medical Card Y/N	Yes
3	Traveller Status Y/N	Yes
3	Short Term Placement Ind Y/N	No
3	Short Term No of Weeks	No
3	VTOS Ind	Yes
3	ESFEDUC Code	Yes
3	ESFLOC code	No
3	LCALOC code	No
3	RLC Code	No
3	Repeat LC Fee Ind Y/N	No
3	Repeat of a Year Ind Y/N	Yes
3	Source Code	Yes
3	Source Roll No (if Applicable)	Yes
3	Exam Entrant Ind (Y/N)	Yes
3	Sub Programme Exam Entrant Ind (Y/N)	No
3	Subjects (0 to many)	
4	Subject Code	Yes
4	Subject Level	Yes
4	Subject Medium	Yes
4	Programme If Other	Yes
4	Ab Initio Ind Y/N	Yes

	Family Details (0 to 1)	
2	No children in family	No
2	Position of child in family	No
2	Psychological Assessment Available Y/N	No
2	Resources sanctioned by NCSE Y/N	No
2	Resources NCSE Details	No
2	Child's Religion	Yes
2	Correspondence to Guardian 1 Y/N	Yes
2	Guardian 1 Forename	Yes
2	Guardian 1 Surname	Yes
2	Correspondence to Guardian 2 Y/N	Yes
2	Guardian 2 Forename	Yes
2	Guardian 2 Surname	Yes
2	Guardian 1 Address 1	Yes
2	Guardian 1 Address 2	Yes
2	Guardian 1 Address 3	Yes
2	Guardian 1 Address 4	Yes
2	Guardian 1 County	Yes
2	Guardian 1 Country	Yes
2	Guardian 2 Address 1	Yes
2	Guardian 2 Address 2	Yes
2	Guardian 2 Address 3	Yes
2	Guardian 2 Address 4	Yes
2	Guardian 2 County	Yes
2	Guardian 2 Country	Yes
2	Guardian 1 Home Phone	Yes

2	Guardian 2 Home Phone	Yes
2	Guardian 1 Mobile Phone	Yes
2	Guardian 2 Mobile Phone	Yes
2	Guardian 1 Work Phone	Yes
2	Guardian 2 Work Phone	Yes
2	Guardian 1 email	Yes
2	Guardian 2 email	Yes
2	Other emergency contact details Forename	Yes
2	Other emergency contact details Surname	Yes
2	Other emergency contact details Home Phone	Yes
2	Other emergency contact details Work Phone	Yes
2	Other emergency contact details Mobile Phone	Yes
2	Other emergency contact details email address	Yes
2	Other emergency contact relationship to child	Yes
2	Details of Guardianship, Custody and/or Access Orders/Arrangements	Yes
2	Learning Support Ind Y/N	No
2	Learning Support Details	No
2	Learning Support Years	No
2	Years Irish Resident	No
2	Family Member (0 to many)	
3	Department Pupil ID (DPIN)	No
	Medical Details (0 to 1)	
2	Require Glasses Ind Y/N	Yes
2	Hearing Difficulties Ind Y/N	Yes
2	Illness Procedure	Yes
2	Health Concerns	Yes
2	Any other relevant medical information	Yes
2	Doctor Name	Yes
2	Practice Name	Yes
2	Practice Phone No	Yes

KEY

Group 1 October Returns data fields

Group 2 P-POD System Fields

Group 3 – New data fields

Group 4 – Family contacts and medical conditions

Appendix G School Data on P-POD and synchronisation

The following is the level of synchronisation of school data from P-POD as reported by the various software providers.

Roll no
Name
Address 1
Address 2
Address 3
Address 4
Phone No
Fax
County Code
Local Authority
Email
Website
Principal
Boarding Fee 5 Day
Boarding Fee 6/7 Day
School Gender
BOM Ind Y/N
Irish Classification
Co-operating School Roll no 1
Co-operating School Roll no 2
Parents Association Ind Y/N
Student Council Ind Y/N
October Returns
Contact for October Returns
Phone No for October Returns
Fax No for October Returns
Email address for October Returns
Chairperson (0 to many)
Chairperson ID
Forename
Surname
Phone No
Start Date
End Date
Owner (0 to many)
OWNER_ID
Forename
Surname
Address 1
Address 2
Address 3
Address 4
Start Date

End Date
Trustees (0 to many)
Trustees ID
Forename
Surname
Address 1
Address 2
Address 3
Address 4
Start Date
End Date

	October Returns	ACS/Advanced Learning (Serco)			Dataset traditional			Dataset/SIMS			VSware		
	<i>No of fields</i>	<i>Ful l</i>	<i>Partia l</i>	<i>Non e</i>	<i>Ful l</i>	<i>Partia l</i>	<i>Non e</i>	<i>Ful l</i>	<i>Partia l</i>	<i>Non e</i>	<i>Ful l</i>	<i>Partia l</i>	<i>Non e</i>
School	35	31	3	1	30	2	3	0	35	0	35	0	0

	P-POD system	ACS/Advanced Learning (Serco)			Dataset traditional			Dataset/SIMS			VSware		
	<i>No of fields</i>	<i>Ful l</i>	<i>Partia l</i>	<i>Non e</i>	<i>Ful l</i>	<i>Partia l</i>	<i>Non e</i>	<i>Ful l</i>	<i>Partia l</i>	<i>Non e</i>	<i>Ful l</i>	<i>Partia l</i>	<i>Non e</i>
School	3	0	0	3	0	0	3	0	3	0	0	3	0

	New	ACS/Advanced Learning (Serco)			Dataset traditional			Dataset/SIMS			VSware		
	<i>No of fields</i>	<i>Ful l</i>	<i>Partia l</i>	<i>Non e</i>	<i>Ful l</i>	<i>Partia l</i>	<i>Non e</i>	<i>Ful l</i>	<i>Partia l</i>	<i>Non e</i>	<i>Ful l</i>	<i>Partia l</i>	<i>Non e</i>
School	12	0	0	12	4	0	8	0	12	0	6	6	0

KEY

Group 1 October Returns data fields

Group 2 P-POD System Fields

Group 3 – New data fields

